CHAPTER 7, SECTION F

F. TRAVEL ACCOUNTING BRANCH.

1. TASK - Permanent Change of Station (PCS) Arrivals - Procedures Used to Inprocess Military Members and Civilian Personnel.

REFERENCES: DFAS-DE 7010.3-R, Chapter 14, Section B; AFM 177-370, chapter 30; DFAS-DE 7077.1-M, Joint Federal Travel Regulation Volume I (JFTR); Joint Travel Regulation Volume II (JTR); AFR 177-135 & AFM 177-136; Standard Highway Mileage Guide; and Integrated Automated Travel System (IATS) Users Guide.

a. OPLOC:

No action required.

b. FSO:

(1) Military PCS In:

( ) Conduct Inprocessing briefing in accordance with the JFTR. Obtain copies of voucher and supporting documentation as required per the JFTR and DFAS-DE 7010.3-R.

(a) Establish travel master record(s) within 24 hours of in-processing using frame TV01. See AFM 177-370 for procedures. Use DD Form 1351-2 and travel orders.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also, standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(b) When advance is not being settled on the voucher, establish open advances (type transaction, TT20) within 24 hours of in-processing. Build mini-order detail (See AFM 177-370 for procedures).

(c) Process voucher in Integrated Automated Travel System (IATS). (See TASK 9 - Voucher Processing.)

(d) Prepare Report of Travel Time/Leave (AF Form 985) in accordance with DFAS-DE 7010.3-R. Forward original AF Form 985 to Military Pay with the third copy of the DD Form 1351-2 and a copy of orders.

(2) Civilian PCS In:

( ) Conduct In-processing briefing in accordance with JTR. Obtain copies of voucher and supporting documentation as required per the JTR and DFAS-DE 7010.3-R.

(a) Establish travel master record(s) within 24 hours of in-processing using frame TV01. Use DD Form 1351-2 and Travel Orders.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also, standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(b) When advance is not being settled on the voucher, establish open advances (type transaction, TT20) within 24 hours of in-processing. Build mini-order detail (See AFM 177-370 for procedures).

(c) Manually compute voucher in accordance with TASK 9 - Voucher Processing.

NOTE: May be input into IATS as a pre-computed amount to get the disbursement transaction on the IPC disk and on the voucher.txt file. The ATRAS transaction must be forced to reject for manual processing.

(d) Forward third copy of all DD Forms 1351-2 and orders to the Travel Accounting Branch at the OPLOC for preparation of TD Form W-2.

c. ANG/Rome Lab:

(1) Military PCS In:

( ) Inprocessing briefing, in accordance with (IAW) the JFTR. Obtain copies of voucher and supporting documentation as required per the JFTR and DFAS-DE 7010.3-R.

(a) Establish travel master record(s) within 24 hours of in-processing using frame TV01. See AFM 177-370 for procedures. Use DD Form 1351-2 and travel orders.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also, standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(b) When advance is not being settled on the voucher, establish open advances (type transaction, TT20), within 24 hours of in-processing. Build mini-order detail (See AFM 177-370 for procedures).

(c) Process voucher in Integrated Automated Travel System (IATS). (See TASK 9 - Voucher Processing.)

(d) Prepare Report of Travel Time/Leave (AF Form 985) in accordance with DFAS-DE 7010.3-R.

Forward original AF Form 985 to Military Pay with the third copy of the DD Form 1351-2 and a copy of orders.

(2) Civilian PCS In:

( ) Inprocessing briefing in accordance with JTR. Obtain copies of voucher and supporting documentation as required per the JTR and DFAS-DE 7010.3-R.

(a) Establish travel master record(s) within 24 hours of in-processing using frame TV01. See AFM 177-370 for procedures. Use DD Form 1351-2 and travel orders.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also, standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(b) When advance is not being settled on the voucher, establish open advances (type transaction, TT20), within 24 hours of in-processing. Build mini-order detail (See AFM 177-370 for procedures).

(c) Manually compute voucher in accordance with TASK 9 - Voucher Processing.

NOTE: May be input into IATS as a precomputed amount to get the disbursement transaction on the IPC disk and on the voucher.txt file. The ATRAS transaction must be forced to reject for manual processing.

(d) Forward third copy of all DD Forms 1351-2 and orders to the Travel Accounting Branch at the OPLOC for preparation of TD Form W-2.

2. TASK - PCS Departures - Procedures Used to Outprocess Military Members and Civilian Associates.

REFERENCES: DFAS-DE 7010.3-R, Chapter 14, Section B; AFM 177-370, Chapter 30; DFAS-DE 7077.1-M, Joint Federal Travel Regulation Volume I (JFTR); Joint Travel Regulation Volume II (JTR); AFR 177-135 & AFM 177-136; Standard Highway Mileage Guide; and Integrated Automated Travel System (IATS) Users Guide.

a. OPLOC:

No action required.

b. FSO:

(1) Conduct Outprocessing briefing:

Obtain copies of prepared Military/Civilian PCS Orders.

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(2) Brief entitlements and limitations.

(3) Update frame TV01 for status, departure, and arrival dates. Review TV07 PRINT to ensure no open order or advances are present. If any open items exist, ensure settlement vouchers are filed.

(4) Process advance through IATS via check or Electronic Funds Transfer (EFT) if requested, not earlier than 10 duty days prior to departure.

(5) Delete individual's IATS record when PCS transfer-out print is received.

(6) Forward PCS transfer-out print as applicable.

c. ANG/Rome Lab:

(1) Outprocessing briefing:

Obtain copies of prepared Military/Civilian PCS Orders.

(2) Brief entitlements and limitations.

(3) Update frame TV01 for status, departure, and arrival dates.

(4) Process advance through IATS via check or Electronic Funds Transfer (EFT) if requested, not earlier than 10 duty days prior to departure.

(5) Delete individual's IATS record when PCS transfer-out print is received.

(6) Forward PCS transfer-out print as applicable.

3. TASK - Control Logs - Establish Procedures for the Use and Maintenance of all Control Logs.

REFERENCES: DFAS-DE 7010.3-R, Chapter 12, and Integrated Automated Travel System (IATS) Users Guide.

NOTE: All control logs with the exception of the Leave Control Log start with the number one (1) on 1 Oct of each year.

a. OPLOC:

(1) Disbursement Voucher Log:

( ) Voucher Number begins with alpha prefix "T".

(a)✶Furnish Disbursing Division the Voucher Log after end-of-day (EOD) processing for reconciliation/certification.

(2) Collection Voucher Log:

( ) Voucher number begins with alpha prefix “CT”.

(a) Furnish Disbursing Division the Voucher Log after end-of-day (EOD) processing for reconciliation/certification.

(3) Journal Voucher Log:

Each JV consists of a Disbursement Voucher Number "T" followed by "JV" and the remaining positions are zero filled with sequential numbers (e.g. TJV00001). Both disbursement and collection transactions are input with this voucher number.

(4) Replacement Check Log. The Log will contain as a minumum:

( ) Name and SSAN

(a) Original check number, date and voucher number

(b) Replacement check number

(c) Cycle number and line of credit through by-others

(d) Debit and credit amount columns used in balancing

(e) Total of running balance.

Refer to Department of Defense Financial Management Regulation (DoDFMR 7000.14-R) Volume 5, Chapter 8, and TASK 20 - Replacement Check Procedures.

b. FSO:

(1) Disbursement Voucher Log - Automated IATS:

( ) Voucher numbers begin with an alpha prefix "T" and the second digit is an alpha character assigned by the OPLOC to identify the FSO.

(a) After IATS end-of-day, print the daily log and forward it to the FSO cashier for reconciliation/certification. Also, provide a copy to the OPLOC disbursing section (can be included on the voucher.txt file).

(2) Collection Voucher Log - Automated IATS:

( ) Voucher numbers begin with an alpha prefix "CT" and the third digit is an alpha character assigned by the OPLOC to identify the FSO.

(a)✶ After IATS end-of-day, print the daily log and forward it to the FSO cashier for reconciliation/certification. Also, provide a copy to the OPLOC disbursing section (can be included on the voucher.txt file).

(3) ✶Authorization to Cite Funds (AF Form 616), Miscellaneous Obligation Reimbursement Document (AF Form 406), Fund Control Number (FCN) Log; and Military Interdeparmental Purchase Request (MIPR):

( ) Log content will contain as a minimum:

0 Advice number.

1 Organization issued to.

2 Issue date.

3 Expiration date (AF Form 616 only).

4 Dollar value.

(a) Each AF Form 616, AF Form 406, MIPR and FCN will contain an eight (8) character number:

0 Positions 1 and 2 will be your site code.

1 ✶Positions 3 will be an alpha ID.

NOTE:✶ The alpha ID in position 3 will be: F = FCN, A= 616, M = MORD and N = MIPR.

2 ✶Position 4 will be a single digit fiscal year.

3 ✶Positions 5 thru 8 will contain sequential numbers zero filled to the left.

4 The General Accounting and Finance System (BQ) assigns an "H" to precede the 8 character Automated Travel Record/Accounting System (ATRAS) number for AF Form 616 and FCNs, and an "O" for the AF Form 406.

(4) Blanket Travel Order Log:

( ) ✶The Blanket Travel Order number on the DD FM 1610 (travel order) will consist of “T” followed by a single digit fiscal year and a sequential number (e.g. T90002, T90003, etc.).

(a) ✶The eight digit document number will be referenced in the accounting classification of the BTO at the time of issuance. Document number will be the same as the order number, replacing the “T” with a “B”, following the “B” with the two digit FSO site code and follow with the fiscal year and sequential number from the DD FM 1610 (travel order). (e.g. B529002, B529003, etc.)

NOTE: Document numbers must be established under a new blanket travel order number prior to consolidation.

(5) Travel generated leave log, Unit Leave Control Log (AF Form 1486):

( ) See DFAS-DE 7010.3-R, Chapter 12.

(a) Begin with number one (1) at either the beginning of the FY or calendar year (CY), as determined by the FSO.

(b) Contact Military Pay for input source.

c. ANG/Rome Lab:

(1) Disbursement Voucher Log - Automated IATS:

( ) Voucher numbers will begin with an alpha prefix "T" and the second digit an alpha character assigned by the OPLOC to identify the FSO.

NOTE: A third digit, an alpha character, may be assigned by the OPLOC to further identify the FSO.

(a) After IATS end-of-day, print the daily log and forward it to the OPLOC for reconciliation/certification along with EFT file and original vouchers.

(2) Collection Voucher Log - Automated IATS:

( ) Voucher numbers begin with an alpha prefix "CT" and the third digit, an alpha character, assigned by the OPLOC to identify the FSO.

(a) After IATS end-of-day, print the daily log and forward it to the OPLOC for reconciliation/certification along with EFT file and original vouchers.

(3) Journal Voucher Log. Each JV will consist of a Disbursement Voucher Number “T” followed by “JV” followed by the 2-digit site code.

(4) Authorization to Cite Funds (AF Form 616), Miscellaneous Obligation Reimbursement Document (AF Form 406), and Fund Control Number (FCN) Log:

( ) Log content will contain as a minimum:

0 Advice number.

1 Organization issued to.

2 Issue date.

3 Expiration date (AF Form 616 only.)

4 Dollar value.

(a) Each AF Form 616, AF Form 406, FCN and MIPR will contain an eight (8) character number:

0 Positions 1 and 2 will be your site code.

1 Positions 3 will be an Alpha ID.

✶**Note: The Alpha ID in position 3 will be : F = FCN, A = 616, M = MORD and N = MIPR.**

2 ✶Position 4 will be a single digit fiscal year.

3 ✶Positions 5 through 8 will contain sequential numbers zero filled to the left.

4 The General Accounting and Finance System (BQ) will assign an "H" to precede the 8 character Automated Travel Record/Accounting System (ATRAS) number for AF Form 616 and FCNs and an "O" for the AF Form 406.

(5) Blanket Travel Order Log:

( ) ✶The Blanket Travel Order number on the DD Form 1610 (Travel Order) will consist of "T" followed by a single digit fiscal year and sequential number (e.g. T90002, T90003, etc.).

(a) ✶The eight digit document number will be referenced in the accounting classification of the BTO at the time of issuance. Document number will be the same as the order number, replacing the “T” with a “B”. Follow the “B” with the two digit FSO site code, followed by the fiscal year and sequential number from the DD Fm 1610 (Travel Order) (e.g. B5290002, B5290003, etc.)

(6) Travel generated leave log, Unit Leave Control Log (AF Form 1486):

( ) See DFAS-DE 7010.3-R, Chapter 12.

(a) Begin with number one (1) at either the beginning of the FY or calendar year (CY), as determined by the FSO.

(b) Contact Military Pay for your input source.

4. TASK - Verify Fund Availability - Determine Unit Fund Availability Prior to Reserving Government Funds.

REFERENCE: DFAS-DE 7010.1-R, Chapter 17.

a. OPLOC:

No action required.

b. FSO:

(1) Receive the source document, e.g. travel requests, obligation authorities, etc.

(2) Review the accounting classification to ensure data elements and codes are valid.

(3) Using the components of the accounting classification from the source document, find the Program Summary Record (PSR) and Fund Summary Record (FSR) from the Funding FSO address directory and annotate on source document: Ensure the proper AFO/FSO code processing center (PC) "T" is used.

(4) If the address is not available, use local procedures to request an address from the Accounting Liaison office.

(5) Automated (On-line):

( ) Use frame TCOM to post commitments (AF Forms 616 and FCNs) Use frame TV03 to post obligations for travel orders and frame TOBL to obligate Blanket Travel Orders (BTOs). If funds are available, transaction will take. If funds are not available, commitment transactions will reject and a managment notice will appear for obligation transactions. .

(a) If commitment transaction rejects, return the source document to the requesting activity with no action taken and an explanation that sufficient funds are not available. If a managment notice is received, notify the budget office.

(6) Manual (On-line not available):

( ) Using the Fund Status Special Totals page of the Operating Budget Ledger (OBL) or Allotment Ledger (AL), check the OAC/OBAN and FY and any lower level as determined by local Budget office, e.g. MFP or BPAC bottom-line total. If there is a positive balance, and it is sufficient to cover the cost of the order, certify that funds are available.

NOTE: Input into appropriate frame (TCOM, TV03, TOBL, etc) after regaining system capability. If a management notice is received upon input notify the budget office.

(a) If the balance is negative, $0.00, or if the balance is insufficient to cover the cost of the order, return the source document to the requesting activity with no action taken and an explanation that funds are not available.

c. ANG/Rome Lab:

(1) Receive the source document e.g. travel order, obligation, authorities, etc.

(2) Review the accounting classification to ensure data elements and codes are valid.

(3) Using the components of the accounting classification from the source document find the Program Summary Record (PSR) and Fund Summary Record (FSR) from the Funding FSO address directory and annotate on source document: Ensure the proper AFO/FSO code processing center "T" is used.

(4) If the address is not available, use local procedures to request/create an address.

(5) Automated (On-line):

( ) Use frame TCOM to post commitments (AF Forms 616 and FCNs) Use frame TV03 to post obligations for travel orders and frame TOBL to obligate Blanket Travel Orders (BTOs). If funds are available, transaction will take. If funds are not available, commitment transactions will reject and a managment notice will appear for obligation transactions. .

(a) If commitment transaction rejects, return the source document to the requesting activity with no action taken and an explanation that sufficient funds are not available. If a managment notice is received, notify the budget office.

(6) Manual (On-line not available).

( ) Using the Fund Status Special Totals page of the Operating Budget Ledger (OBL) or Allotment Ledger (AL), check the OAC/OBAN and FY and any lower level as determined by local Budget office, i.e. MFP or BPAC bottom-line total. If there is a positive balance and it is sufficient to cover the cost of the order, certify that funds are available.

NOTE: Input into appropriate frame (TCOM, TV03, TOBL, etc) after regaining system capability. If a management notice is received upon input notify the budget office.

(a) If the balance is negative, $0.00, or if the balance is insufficient to cover the cost of the order, return the source document to the requesting activity with no action taken.

5. TASK - Travel Orders - Procedures Used to Obligate Orders.

REFERENCE: AFI 10-215 (CEM Orders), AFI 36-3003 (Permissive TDY), AFI 37-128 & AFI 65-103; DFAS-DE 7010.3-R, Chapter 24; AFM 177-370.

NOTE: All references using an input frame are in accordance with AFM 177-370.

a. OPLOC:

No action required.

b. FSO:

NOTE: If using an automated order writer system (e.g. TBAS), FSO will process files and correct rejects.

(1) TDY - "For-Self" funds (OPLOC's ADSN).

( ) Receive Travel Order from issuing activity or the FSO.

(a) Verify fund availability (See Task 4 - Verify Fund Availability).

(b) Using frame TV03, obligate the travel order.

NOTE: Individual travel orders referencing a source document, e.g. AF Form 616, Fund Control Numbers (FCN), etc., must include the source document number when the order is obligated.

(c) Using frame TOBL, obligate Blanket Travel orders based on quarterly funding instructions. Reference document type B. The 8 digit document number is based on the 6 digit travel order number, replacing the “T” with a “B”, and zero filling between the FSO site code and the 3 digit sequential order number (for example; for order number T21001, use a document number of B2100001).

(d) Maintain travel order file by series (e.g. T, TA, TB).

(e) Receive amended/rescinded/revoked orders and process in accordance with AFM 177-370, pararaph 30.15(g) and 30.16.

(f) Review Daily Audit Listing or the Selective Transaction History Listing to ensure transactions are input accurately (e.g. amount, document number, addresses, etc., agree with source document). Make corrections as required.

(2) TDY - "For-Others" funds (another station’s ADSN in the accounting classification):

( ) Receive requests from travelers' organization.

0 Review order content.

1 Provide cost estimates.

(a) Verify accounting classification with supporting documentation and initial.

(b) Ensure accountable station FSO address is in the distribution section of travel request.

(c) Obtain travel order number from order control log, (if applicable).

(d) Retain original copy of order in FSO file with supporting documentation.

(3) Blanket Order Processing:

( ) Receive blanket order and quarterly funding request.

(a) Ensure blanket order does not overlap Fiscal Years (FY) and is scheduled to expire not later than (NLT) 15 Sep XX.

(b) Review order content.

(c) Ensure the document number is referenced at the end of the accounting classification.

(d) Annotate PSR and FSR on the travel request above the corresponding estimates. If not available, request from Accounting Liaison using local procedures. Ensure each type vendor address is placed on the document and is readily identifiable (e.g., type vendor 7 for advances; type vendor 5 for per diem).

(e) Verify Fund Availability:

0 See TASK 4 - Verify Fund Availability.

1 Certifying officer signs order.

2 Obtain travel order number from order control log (if applicable).

3 Using frame TOBL, obligate Blanket Travel orders based on quarterly funding instructions. Reference document type B. The 8 digit document number is based on the 6 digit travel order number, replacing the “T” with a “B”, and zero fill between the FSO site code and the 3 digit sequential order number (for example; for order number T21001, use a document number of B2100001).

4 Retain original order and quarterly funding request in FSO file.

5 FSO will instruct organization to provide a quarterly funding request letter prior to the beginning of the next quarter for appropriate action.

c. ANG/Rome Lab:

(1) TDY - "For-Self" funds (local Disbursing Accountable and Station Symbol Number, ADSN, in accounting classification).

( ) Receive request from traveler's organization via IAOS.

0 Review order content.

1 Adjust accounting classification, if necessary.

2 Verify Fund Availability.

NOTE: See TASK 4 - Verify Fund Availability.

3 Provide cost estimates:

4 The Funds Certifying Official (FCO) certifies (using initials in IAOS) the order.

NOTE: In IAOS the FCO uses his/her initials to electronically certify the order.

5 The requesting organization publishes and distributes the order.

NOTE: When the organization publishes the order, it is automatically assigned an order number in numerical sequence.

(a) Receive publish travel order from issuing activity.

0 Using frame TV03, obligate the travel order.

1 Annotate program summary record (PSR) and fund summary record (FSR) addresses on the travel request above the corresponding estimate. If not available request addresses from Accounting Liaison using local procedures. Ensure each type vendor address is placed on the document and is readily identifiable (e.g., type vendor 7 for advances; type vendor 5 for per diem).

NOTE: Individual travel orders referencing a source document, i.e. AF Form 616, Fund Control Numbers (FCN), etc., must include the source document number when the travel order is obligated.

2 Using frame TOBL, obligate Blanket Travel orders based on quarterly funding instructions. Reference document type B. The 8 digit document number is based on the 6 digit travel order number, replacing the “T” with a “B”, and zero fill between the FSO site code and the 3 digit sequential order number (for example; for order number B21001, use a document number of B2100001).

3 Using frame TV03, build order detail for open allotment/centrally managed and for-others with type funding F.

4 Receive amendments/rescinded revoked orders and process IAW AFM 177-370, Paragraphs 30.15(g) and 30.16.

5 Review Daily Audit Listing or the Selective Transaction History Listing to ensure transactions are input accurately (i.e. amount, document number, addresses, etc., agree with source document). Make corrections as required.

(2) TDY - "For-Others" funds (another station's ADSN in the accounting classification).

( ) Receive request from travelers' organization.

0 Review order content.

1 Provide cost estimates

(a) Verify accounting classification and initial.

(b) If applicable assign order number from logs authentication and sign.

(c) Retain original and supporting documentation.

(3) Blanket Order Processing:

( ) See TDY "For-Self" procedures, section (1)(a).

(a) Receive blanket order and quarterly funding request.

0 See TDY "For-Self" procedures, section (1)(b)(1).

NOTE: Ensure blanket order does not overlap Fiscal Years (FY) and is scheduled to expire not later than (NLT) 15 Sep XX.

6. TASK - AF Form 616 (Authority to Cite Funds) - Procedures Used to Control Funding Authority Provided to Other Organizations.

REFERENCES: DFAS-DE 7010.1-R, Chapter 17; AFM 177-370.

a. **OPLOC**:

No action required.

b. **FSO**:

(1) Receive AF Form 616.

(2) Check AF Form 616 for validity and accuracy.

(3) Assign Advice Number.

(4) Annotate mailing address and fax number of responsible travel computation site to comply with elimination of cross disbursement and paying off fascimile policies, as applicable.

(5) Input to frame TCOM in accordance with AFM 177-370. See TASK 4 - Verify Fund Availability.

(6) Complete certification block:

( ) Accounting classification.

(a) Expiration date (not to exceed 15 Sep XX).

(b) Amount.

(c) Signature block.

(d) Signature of Certifying Official.

(7) Retain copy for FSO files.

(8) Forward original with copy of local instructions to user.

( ) Requesting activity issues orders against the AF Form 616 and reduces the available balance based on the order cost estimate.

(a) Issue order referencing the Advice Number from AF Form 616 at the end of the accounting classification.

(b) Requesting activity ensures two copies of all published orders are forwarded to the Travel Accounting Branch at the FSO as obligations are incurred.

(c) After the FSO verifies order complies with local instructions, (e.g., reference AF Form 616 number), use frame TV03 to obligate the travel order.

NOTE: If orders are not received in numeric sequence, or the advice number is not included, contact administrator of AF Form 616 for explanation.

(9) Review Daily Audit List or the Selective Transaction History Listing to ensure order obligations are processed against the appropriate AF Form 616, amount, appropriation, and order number.

NOTE: Proper review of Daily Audit List or the Selective Transaction History Listing will allow for an easier monthly reconciliation.

(10) Monthly reconciliation between FSO and unit/administrator:

( ) Unit/Administrator forwards end-of-month (EOM) copy of AF Form 616 with a copy of all obligating documents to the FSO.

(a) Verify balance of AF Form 616 to the balance of the end-of-month Open Document Listing (ODL).

NOTE: Order your ODL print by Document number within appropriation.

(b) If balance does not match, contact unit administrator to resolve discrepancies.

0 Process appropriate obligations using frame TV03.

1 Initial and date both the AF Form 616 and ODL.

(11) Upon expiration, the unit/administrator submits the original AF Form 616 to the FSO, signed and dated on the back indicating last item.

(12) Reconcile AF Form 616 in accordance with above procedures and decommit the unused balance.

c. ANG/Rome Lab:

(1) Receive AF Form 616.

(2) Check AF Form 616 for validity and accuracy.

(3) Assign Advice Number.

(4) Annotate mailing address and fax number of responsible travel computation office to comply with the elimination of cross disbursing and paying off facsimile policies, as applicable.

(5) Input to frame TCOM IAQ AFM 177-370. See TASK 4 - Verify Fund Availability.

(6) Complete certification block:

( ) Accounting classification.

(a) Expiration date (not to exceed 15 Sep XX).

(b) Amount.

(c) Signature block.

(d) Signature of Funds Certifying Official.

(7) Retain copy for FM files.
(8) Forward original with copy of local instructions to user.

(9) Requesting activity issues orders against the AF Form 616 and reduces the available balance based on the order's cost estimate.

(10) Issue order referencing the Advice Number from AF Form 616 at the end of the accounting classification.

(11) Requesting activity ensures a copy of all published orders are forwarded to the issuing FM as obligations are incurred.

NOTE: If orders are not received in numeric sequence contact administrator of AF Form 616 for explanation.

(12) Review Daily Audit List or the Selective Transaction History Listing to ensure order obligations by FM are processed against the appropriate AF Form 616, amount, appropriation, and order number.

NOTE: Proper review of Daily Audit List will allow for an easier monthly reconciliation.

(13) Monthly reconciliation between FM and unit/administrator.

( ) Unit/Administrator forwards end-of-month (EOM) copy of AF Form 616 with obligating documents attached to the FM.

(a) Verify balance of AF Form 616 to the balance of the end-of-month Open Document Listing (ODL).

NOTE: Order your ODL print by Document number within appropriation.

(b) If balance does not match, subtract orders not yet obligated by FM from the balance of the ODL.

0 Process appropriate adjustments using frame TCOM.

1 Initial and date both the AF Form 616 and ODL.

(14) Upon expiration the unit/administrator submits the original AF Form 616 to the FM signed and dated on the back indicating last item.

(15) Reconcile AF Form 616 IAW above procedures and decommit the unused balance.

7. TASK - Fund Control Numbers (FCN) - Message/Letter Sent to Other Agencies Used as Authority to Cite Funds.

REFERENCE: DFAS-DE 7010.1-R, Chapter 17; DFAS-DE 7010.3-R, Chapter 24.

a. OPLOC:

No action required.

b. FSO:

(1) Receive request from an activity.

(2) Verify fund availability. See TASK 4 - Verify Fund Availability.

(3) If funds are available, assign FCN from the FCN control log.

NOTE: When providing funding authority to an agency serviced by your DSSN (same OPLOC support), do not issue an FCN. The obligation will be established upon issuance of orders.

(4) If funds are not available, notify requesting activity.

(5) Provide the following instructions to the unit requesting the FCN:

( ) Forward copy of the outgoing message/letter to funding FSO to support the commitment.

(a) Ensure the orders include the FCN at the end of the accounting classification. If they do not, contact the appropriate individual/organization immediately.

(b) Ensure orders contain the fax number and mailing address of the responsible travel computation office to comply with the elimination of cross disbursing and paying off fascimile policies, as applicable.

(c) Ensure one copy of the travel order is forwarded to the funding FSO's Travel Accounting Branch.

c. ANG/Rome Lab:

(1) Receive request from an activity.

(2) Verify fund availability.

See TASK 4 - Verify Fund Availability.

(3) If funds are available, assign FCN from the FCN control log.
If funds are not available, notify requesting activity.

NOTE: When providing funding authority to an agency serviced by your ADSN (same OPLOC support), do not issue an FCN. The obligation will be established upon issuance of orders.

(4) Provide instructions to requesting activity to include:

( ) Copy of the outgoing message/letter must be forwarded to funding FM to support the commitment.

(a) Inform the requesting activity to include the FCN at the end of the accounting classification on the certified order.

(b) Inform the requesting activity to include the mailing address and fax number of the responsible travel computation office in the message/letter to comply with the elimination of cross disbursing and paying off fascimile policies, as applicable.

(c) Requesting activity must ensure one copy of the travel order is forwarded to the applicable accounting station to establish an obligation and decommit any excess funds.

8. TASK - Miscellaneous Obligation Reimbursement Document (MORD), AF Form 406. Used to reserve funds for known obligations when obligation source documents are not available.

REFERENCE: DFAS-DE 7010.3-R, Chapter 24; AFM 177-370.

a. OPLOC:

No action required.

b. FSO:

(1) Receive request from Resource Advisor (RA)/Budget in the form of a source document. To include a detailed explanation of need and existence.

(2) In accordance with TASK 4 - Verify Fund Availability, complete AF Form 406.

(3) Obligate the AF Form 406 using frame TOBL in accordance with AFM 177-370.

(4) Retain original and forward copy to the requester.

(5) Upon receipt, obligate individual obligation documents using frame TV03. Reference the AF Form 406 document number. (This reference of the AF Form 406 document number programmatically decreases the MORD.)

(6) Using Document Number in frame TV04, ensure funds are deobligated as settlement vouchers are processed.

(7) Reconcile MORDS at least monthly using TASK 13 - Follow Up Procedures.

c. ANG/Rome Lab:

(1) Receive request from Resource Advisor (RA)/Budget in the form of a source document. To include a detailed explanation of need and existence of known obligations.

(2) Complete AF Form 406.

See TASK 4 - Verify Fund Availability.

(3) Retain original at the FM for immediate obligation.

(4) Upon receipt, obligate individual obligation documents using frame TV03. Reference the AF Form 406 document number. (This reference of the AF Form 406 document number programmatically decreases the MORD.)

(5) Once the AF Form 406 is obligated, decommit all corresponding commitments.

(6) Reconcile MORDS at least monthly using TASK 13 - Follow Up Procedures.

9. TASK - Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official Travel and Determine Propriety of Travel Claims for Submission to Appropriate Level (Doubtful Claims).

REFERENCES: JFTR Volume I; JTR Volume II; DFAS-DE 7010.3-R; Integrated Automated Travel System (IATS) Users Guide; DFAS-DE 7077.1-M.

a. OPLOC:

No action required.

NOTE: When address conversion is accomplished (e.g., year-end, consolidation) the OPLOC will correct all MAFR files received from the FSO.

b. FSO:

NOTE: The System Administrator downloads the Automated Travel Record Accounting System (ATRAS) order file produced nightly by the (NHGA50) program and uploads to Integrated Automated Travel System (IATS) prior to start of daily processing.

(1) Receive claims:

( ) Travel voucher forms.

(a) Supporting documents in accordance with DFAS-DE 7010.3-R, Chapters 13 and 14.

(b) Determine if voucher is complete and accurate, to include checking the open advance listing to ensure all advances are claimed.

(c) If not complete, return to traveler for corrections.

(d) If complete, date stamp or log into IATS.

(2) Voucher computation procedures:

Vouchers which IATS will not compute are manually computed and entered into IATS as a precomputed amount. All other vouchers are fully entered and processed within IATS. When processing for-self funded cliams within IATS and a message stating no master record or order exist, appears, procure a copy of the order to the responsible party for obligation within ATRAS.

NOTE: Merger downtime and fiscal year-end continue to use current FSR and PSR until new address directory and conversion table is obtained.

(3) Prepare manual forms required, e.g. Report of Travel Time/Leave (AF Form 985), Schedule of Voucher Deductions (SF 1096) in accordance with DFAS-DE 7010.3-R, Chapters 13 and 14.

(4) Release block in IATS to auditor.

(5) Auditor reviews claims for accuracy:

( ) If errors exist, return voucher to clerk.

(a) If no errors exist, release block to status Awaiting Disbursing.

(6) System Administrator releases blocks for disbursing:

( ) Assign voucher numbers and print vouchers.

(a) Download Integrated Paying and Collecting System (IPC) file and give to the Disbursing Division.

(b) Download ATRAS file to be used for Merged Accountability and Fund Reporting (MAFR) processing and print file for included vouchers.

(7) Break down and distribute vouchers in accordance with DFAS-DE 7010.3-R, Chapter 12:

( ) For any voucher requiring issuance of a TD Form W-2, forward a copy of the voucher to the Travel Accounting Branch at the servicing OPLOC for action.

(a) Forward any voucher citing For-Others funds to the Accounting Reports - MAFR Branch at the OPLOC by the most expedient means (must be received within 2 days).

c. ANG/Rome Lab:

NOTE: The System Administrator will download the Automated Travel Record Accounting System (ATRAS) OBLIG.DAT file and upload to Integrated Automated Travel System (IATS) prior to start of daily processing.

(1) Receive claims.

( ) Travel voucher forms.

(a) Supporting documents IAW DFAS-DE 7010.3-R,Chapters 13 and 14.

(b) Determine if voucher is complete and accurate.

(c) If not complete, return to traveler for corrections.

(d) If complete, date stamp or log into IATS.

(2) Voucher computation procedures.

Vouchers which IATS will not compute may be manually computed and entered into IATS as a precomputed amount. All other vouchers must be fully entered and processed within IATS. When processing for-self funded claims within IATS and a message stating no master record or order exist, appears, provide a copy of the order to the responsible party for obligation within ATRAS.

(3) Prepare manual forms required, e.g. Report of Travel Time/Leave (AF Form 985), Schedule of Voucher Deductions (SF 1096) IAW DFAS-DE 7010.3-R, Chapters 13 and 14.

(4) Release block in IATS to auditor.

(5) Auditor reviews claims for accuracy.

( ) If errors exist, return voucher to clerk.

(a) If no errors exist, release block to status Awaiting Disbursing.

(6) System Administrator releases blocks for disbursing:

( ) Assign voucher numbers and prints vouchers.

(a) Download Integrated Paying and Collecting System (IPC) file and file transfer or mail to the Disbursing Division at the OPLOC, after validation with original vouchers by deputy disbursing officer or designee (must not be travel computation personnel).

NOTE: Rename file "SORT.TXT", or other file name as required by OPLOC.

(b) Download ATRAS file to be used for Merged Accountability and Fund Reporting (MAFR) processing.

(c) Process the ATRAS file using GAMPS/MOOPS.

(7) Break down and distribute vouchers IAW DFAS-DE 7010.3-R,Chapter 12:

( ) For any voucher requiring issuance of a TD Form W-2, forward a copy of the voucher to the Travel Accounting Branch at the servicing OPLOC.

(a) Any voucher citing For-Others funds must be forwarded to the Accounts Management and Recon Branch at the OPLOC by the most expedient means (must be received within 2 days).

(b) Any voucher citing for-others funds must be forwarded to the accountable station.

(8) Safeguard and store original vouchers in accordance with established procedures. Submit original vouchers to DFAS-DE/W on a monthly basis. See DoDFMR Volume 5, Chapter 20, Paragraph 2003.

10. TASK - Collections - Process Collections for Travel Indebtedness.

REFERENCE: DFAS-DE 7010.3-R, Chapter 12.

a. OPLOC:

(1) Collection taken at the OPLOC:

( ) Notified by Disbursing Division concerning receipt of payment.

(a) Prepare DD Form 1131, Cash Collection Voucher.

(b) See TASK 3 - Control Logs for vouchering.

(c) Forward original to the Disbursing Division.

(d) Forward one (1) copy of DD Form 1131 to servicing FSO to update any open item in the Integrated Automated Travel System.

(e) See TASK 11 - Merged Accountability and Fund Reporting (MAFR) for manual voucher processing instructions.

(2) Collections taken at the FSO:

( ) Receive faxed DD Form 1131 with other daily manual vouchers for MAFR processing.

(a) See TASK 11 - MAFR for processing instructions.

b. FSO:

(1) When payment is received from traveler:

( ) Enter collection data into Integrated Automated Travel System (IATS) which prepares DD Form 113l, Cash Collection Voucher, and issue a voucher number. (Data entered programmatically updates Suspense module.)

(a) Hand-carry completed and numbered original, and one copy of the DD Form 1131 to Cashier.

(b) Travel:

0 Retain one (1) copy with source documents

1 Fax one (1) copy of collections not entered into IATS to Travel Accounting Branch at the OPLOC for manual MAFR processing and annotation of the Automated Travel Record Accounting System (ATRAS) listings (if applicable).

2 If additional copies are needed, i.e. For-Others, make a copy and forward to Accounting Liaison for inclusion in appropriate reports.

(2) If the OPLOC processes a collection, use a copy of the DD Form 1131 to clear open items in IATS using the Suspense module.

c. ANG/Rome Lab:

(1) When payment is received from traveler:

( ) Enter collection data into Integrated Automated Travel System (IATS) which issues a voucher number. (Data entered will programmatically update Suspense module and produce DD Form 1131, Cash Collection Voucher).

(a) ANG FM will mail original and one copy to OPLOC.

(b) Travel will retain one copy with source documents.

(c) If additional copies are needed, i.e. For-Others, make a copy and forward to Accounting Liaison for inclusion in appropriate reports.

(2) If the OPLOC processed a collection, use a copy of the DD Form 1131 to clear open items in IATS using the suspense module.

11. ✶TASK - Merged Accountability and Fund Reporting (MAFR) - Processing Voucher Totals in the General Accounting and Finance System (BQ) and Automated Travel/Record Accounting System (ATRAS) to Balance with Disbursing Division.

REFERENCES: AFM 177-370, Chapter 30, and attachment 8; Integrated Automated Travel System (IATS) Users Guide.

a. OPLOC:

(1) Automated vouchers using Integrated Automated Travel System (IATS):

( ) Download each FSO's IATS MAFR file(s) and print file(s) of vouchers not later than the beginning of the business day.

(a) Upload the IATS disc to BQ using the General Accounting Microcomputer Processing System (GAMPS).

(b) When processing is complete, the screen shows the number of transactions rejected. Print the list of rejected transactions using the GAMPS menu.

(c) Using on-line ATRAS, clear all rejects by close of business on the same day. Contact FSO as required to obtain information needed to process rejected transactions or correct erroneous entries.

(2) Manually computed vouchers will be faxed from the FSO daily and processed using on-line ATRAS frames.

(3) Process MAFR transactions for vouchers generated at the OPLOC by using GAMPS or manual process.

.

(4) Clear rejects identified by the Accounting Reports - MAFR Branch. This action may require assistance from the FSO.

(5) Notify the FSO to change any vouchers requiring correction.

(6) Notify the FSO upon successful processing and balancing of MAFR files, and when all vouchers are accounted for.

b. FSO:

(1) Automated vouchers using IATS:

( ) Rename IATS MAFR file(s) to identify the source FSO as follows:

0 Positions 1-2 are alpha OPLOC Identification (e.g. OM = Omaha, LI = Limestone).

1 Positions 3 - 4 are FSO site code assigned by OPLOC.

2 Positions 5 - 7 are julian date without year.

3 All files will have an extension of .DAT.

4 An example of a renamed file for 12 April 95 is **OM20102.DAT.**

(a) Transfer IATS MAFR file(s) to arrive at the OPLOC NLT the day prior to the applicable business day.

(b) Daily Transfer of IATS Travel Voucher Print File to Disk for High-Speed Printing and/or Transfer to OPLOC. Use the following procedures to load the program and for transferring the travel voucher images to disk in order to file transfer to the OPLOC. FSO should obtain program from OPLOC on DFAS-DE/AOO and load 30 days prior to consolidation.

0 Loading: (load on IATS PC with printer)

a At the C:\ prompt, make a directory called "PRNDSK".

b To make the directory, at the C:\ prompt type "MD PRNDSK" and press <enter>.

c At the C:\ prompt type "CD\PRNDSK" and press <enter>.

d Insert the diskette into the "A" drive.

e At the C:\ PRNDSK prompt type "COPY A:*.*" and press <enter>.

f Using a DOS edit program, add the directory of "PRNDSK" to the PATH in your AUTOEXEC.BAT file. Reboot your computer.

NOTE: This program will not execute properly when "SHARE" is loaded on the PC. We recommend that "SHARE" be removed from the autoexec.bat file on the IATS System Administrator's PC or the PC where end-of-day functions are performed. You may either delete "SHARE" from the autoexec.bat file on the PC or insert "REM" in front of the command line which has "SHARE" in it. By doing this when you "BOOT" your PC "SHARE" will not be loaded. Before processing any vouchers in IATS you must type "SHARE" at andy DOS prompt. After typing "SHARE" you may begin processing vouchers. Complete all functions up to printing the vouchers. Just before printing the vouchers, exit out of IATS and "reboot" the PC. After "rebooting", and signing back into the LAN, proceed with the following procedures.

1 To create travel voucher images for printing and transfer to the OPLOC: (FOR ALL USERS):

a Switch to the C:\ IATS prompt.

b Type "OPEN" and <enter>.

c Go back into IATS and perform normal printing procedures (printer will not print as a print file is being created).

d After all vouchers and voucher control logs have been through the print process, exit IATS.

e At the C:\IATS prompt, type "CLOSE" and <enter>.

f The "CLOSE" command will switch you over to the "PRNDSK" directory.

g Insert a blank diskette into the "A" drive.

h At the C:\PRNDSK prompt, type "COPY1" and <enter>. This command will transfer the print file (VOUCHERS.TXT) from the "PRNDSK" directory to the diskette. A backup of the print file (VOUCHERS.BAK) will remain in the "PRNDSK" directory. The backup file will be over written every time you perform this function.

i The print files (VOUCHERS.TXT and VOUCHERS.BAK) may be used to print all vouchers and due U.S. letters. At any DOS prompt you can type "PRINT C:\PRNDSK\VOUCHERS.BAK" and the vouchers and letters will be printed on the designated printer for that terminal. You may also use the print file on the diskette to print the vouchers on a high-speed printer, if available.

j You must rename the print file on the diskette to identify your base before transmitting to the OPLOC. To rename the file - EXAMPLE at the A: prompt type "REN VOUCHERS.TXT LI01126.PRN" and <enter>. This file name will be the same as the MAFR file except for the extension of "PRN".

NOTE: Positions 1 and 2 are alpha OPLOC ID (e.g. OM - Omaha, LI - Limestone).
Positions 3 and 4 are FSO site code assigned to your base by the OPLOC.
Positions 5 - 7 are julian date without year.
The file extension of "PRN" indicates print file.

(c) Maintain copies of all files until notified by the OPLOC that they have been uploaded and processed successfully. Additionally, do not delete the applicable blocks within IATS for each business day until notified by the OPLOC that all vouchers have been accounted for.

(2) Fax manual vouchers to the Travel Accounting Branch at the OPLOC for MAFR processing to arrive NLT the day prior to the applicable business day.

(3) As requested, assist OPLOC by researching any errors identified or rejected transactions and provide the information required to ensure the transactions are processed correctly, by the close of the business day.

(4) Make necessary corrections to original and all copies of voucher(s) when required.

c. ANG/Rome Lab:

(1) Receive IATS MAFR files after end-of-day (EOD).

(2) Upload the IATS disc to BQ using the General Accounting Microcomputer Processing System (GAMPS).

(3) When processing is complete, the screen will show which transactions rejected. Print the listing of all transactions using the GAMPS menu.

(4) Using on-line ATRAS clear all rejects by close of business on the same day.

NOTE: ANG must balance with OPLOC at EOD.

(5) Civilian Air Force Standard Civilian Automated Pay System (AFSCAP) bases **only** will fax payroll voucher for manual posting of collections.

(6) Clear rejects identified by the Financial Statements and Reports Branch.

(7) Copies of all files will be maintained until notified by OPLOC that they have been uploaded and processed successfully.

(8) As requested, assist OPLOC by researching any errors identified.

(9) Make necessary corrections to original and all copies of voucher when required.

12. TASK - Daily Audit Procedures - Procedures Used to Validate all the General Accounting and Finance System (BQ) Transactions Processed During the Business Day.

REFERENCE: DFAS-DE 7010.3-R, Chapter 24.

a. OPLOC:

(1) Use automated management products (e.g., Daily Audit List, Selective Transactional History List, GAMPS Transaction List) to verify transactions were properly processed.

(2) Review MAFR transactions and compare the source document to the appropriate line entry. Ensure all vouchers eligible for processing on frame TV08 are not

processed on frame TV06. Ensure the transaction matches the source document referenced; if not, make the appropriate adjustment.

(3) Review obligation transactions. Ensure the transaction matches the source document referenced; if not, make the appropriate adjustment.

b. FSO:

(1) Use automated management products (e.g., Daily Audit List, Selective Transactional History List, GAMPS Transaction List) to verify transactions were properly processed.

(2) Review IATS generated and commitment transactions and compare the source document to the appropriate line entry. Ensure the transaction matches the source doucment referenced. If not, make the appropriate adjustment.

(3) Review obligation transactions. Ensure the transaction matches the source document (e.g. AF Form 616, FCN). If not, make the appropriate adjustments to the commitments.

c. ANG/Rome Lab:

(1) Use automated management products (e.g. Daily Audit List, Selective Transaction History List, GAMPS Transaction List) to verify transactions were properly processed.

(2) Review MAFR transactions, and compare the source document to the appropriate line entry. Ensure all vouchers eligible for processing on frame TV08 are not processed on frame TV06. Ensure the transaction matches the source document referenced; if not, make the appropriate adjustment.

(3) Review obligation transactions which were input by the FM. Ensure the transaction matches the source document (e.g. AF Form 616, FCN) referenced. If not, make the appropriate adjustment to the commitments.

(4) Review local commitment transaction input for accuracy.

13. TASK - Follow Up Procedures - Procedures Used to Track and Validate Commitments, Indebtedness, and Open Orders/Advances.

REFERENCES: DFAS-DE 7077.1-M; DFAS-DE 7010.3-R, Chapter 24; Integrated Automated Travel System (IATS) Users Guide.

a. OPLOC:

(1) Not less than monthly, and at least twice a month during the last quarter, ensure annotated NHGH30 - Follow-up/Suspense Control List and NHGG00 - Outstanding Orders/Advances List, are received from the FSO monthly.

(a) Follow-up any remaining items not annotated with the traveler/unit and document accordingly.

(b) Sign and retain in accordance with AFR 177-103, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(2) Not less than monthly, and at least twice monthly during the last quarter of the FY,run NHGH80 - Outstanding Transportation Document List:

(a) This is a five part listing used to follow-up on all outstanding transportation documents. See DFAS-DE 7077.1-M, Chapter 3, Paragraph 4.15 for breakout.

(b) DFAS-DE 7010.3-R, Chapter 24, Paragraph 46 provides specific follow-up instructions.

(c) Sign and retain in accordance with DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

b. FSO:

(1) NHGH40 - Obligation/Commitment List - request monthly, and at least twice monthly during the last quarter of the FY:

(a) Outstanding Miscellaneous Obligation/Reimbursement Document (MORD) & Blanket Orders:

1 Determine if a valid obligation still exists for MORDs & Blanket Orders.

2 Sign and retain in accordance withDFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(b) Outstanding AF Form 616:

1 Determine if a valid commitment still exists for balance, and reconcile with local AF Forms 616, and FCNs.

2 See TASK 6 - AF Form 616 for procedures.

3 Sign and retain in accordance with DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(c) Travel Request - reconcile no less than twice a month:

1 This listing is only produced if there are outstanding travel requests.

2 Research travel requests that have not been obligated. Contact issuing organizations, if necessary.

(2) NHGH30 - Follow-up/Suspense Control List - required to be run not less than monthly, and at least twice monthly during the last quarter of the FY:

NOTE: Must be produced on 2-part paper.

(a) Use listing to follow-up on outstanding claims and TT14 debts.

(b) Make necessary adjustments/corrections.

(c) Annotate with status and action taken.

(d) Sign and forward one copy to OPLOC for final processing.

(3) NHGG00 - Outstanding Orders/Advance List: (option 2)

NOTE: Must be produced on 2-part paper.

(a) Use listing to follow up on all outstanding advances and debts, except for those received/generated through by-others.

(b) Make necessary adjustments/corrections.

(c) Annotate with status and action taken.

(d) Sign and forward one copy to OPLOC for final processing.

(4) IATS Due "US" letters:

(a) Printed from IATS at FSO as voucher is produced.

(b) Letter is forwarded to the traveler and a copy can be used to perform follow-up, and to support annotation of ATRAS listing.

(c) Copy of letter is suspended for 15 day follow-up:

1 If traveler has not responded at 15 day mark, send second request.

2 If traveler responds, initiate proper collection action.

(d) On 31st day, IATS produces DD Form 139. (See Item 5 below.)

(5) IATS Outstanding Advance Letters - Daily requirement:

(a) IATS System Administrator produces letters using Suspense module.

(b) Letter is forwarded to the traveler and a copy can be used to perform follow-up, and to support annotation of ATRAS listing.

(c) Copy of letter is suspended for 15 day follow-up:

1 If traveler has not responded at 15 day mark, send second request.

2 If traveler responds, initiate proper collection action.

(d) On 31st day, IATS produces DD Form 139. (See Item 5 below.)

(6) DD Form 139 - Daily Requirement:

(a) IATS System Administrator produces automated DD Form 139 using Suspense module. Ensure the local FSO's company code is used to initiate collective action.

(b) Forward original DD Form 139 and supporting documentation to the appropriate payroll office, retain a copy in debt file, and use to annotate ATRAS listings. If DD Form 139 is for a member of another service or DoD Agency, distribute in accordance with DFAS-DE 7010.3-R.

NOTE: DD Form 139 must contain "Due Process" statement or attached consent form with member's signature. See DoDFMR, Volume 7, for guidance.

(c) Retain copy for possible inquiry. Dispose upon completion of collection action.

(d) Close IATS indebtedness upon confirmation of collection action by appropriate payroll office, or as DJMS miscellaneous deduction vouchers are processed.

c. ANG/Rome Lab:

(1) NHGH40 - Obligation Commitment List - request monthly, and at least twice monthly during the last quarter of the FY.

(a) Outstanding Miscellaneous Obligation/Reimbursement Document (MORD) & Blanket Orders:

1 Determine if a valid obligation still exists for MORDs & Blanket Orders.

2 Sign and retain IAW DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(b) Outstanding AF Form 616:

1 Determine if a valid commitment still exists for FCNs and AF Forms 616 issued.

2 See TASK 6 - AF Form 616 and Fund Control number for procedures.

3 Sign and retain IAW DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(c) Travel Request - reconcile no less than twice a month:

1 This listing is only produced if there are outstanding travel requests.

2 Research travel requests that have not been obligated. Contact issuing organizations, if necessary.

(2) NHGH30 - Follow-up/Suspense Control List and NHGG00 - Outstanding Orders/Advance List - required to be run by FSO not less than monthly, and at least twice monthly during the last quarter of the FY.

(a) Use IATS "Due US" letters, Pay Adjustment Authorizations (DD Forms 139), and Outstanding Advance letters to annotate appropriate listing of action taken.

(b) Any remaining items not annotated must be followed-up directly with the traveler/unit and documented accordingly.

(c) Use NHGH30 listing to follow-up on outstanding claims and type transaction 14 debts.

(d) Annotate with status and action taken.

(e) Sign and retain IAW DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

(f) If collection action is required, generate DD Form 139, forward to appropriate payroll office, maintain copy for local file, and send copy to the servicing FM.

(3) IATS "Due U. S." letters:

(a) Printed from IATS at FM as voucher is produced.

(b) Letter forwarded to the traveler and a copy is maintained by FM (ANG) to annotate the ATRAS listing.

(c) Copy of letter is suspended for 15 day follow-up:

1 If traveler has not responded at 15 day mark, send second request.

2 If traveler responds, initiate proper collection action.

(d) On 31st day IATS will produce DD Form 139 (see Item 5 below).

(4) IATS Outstanding Advance Letters - Daily requirement:

(a) IATS System Administrator will produce letters using Suspense module. Ensure the local FM's company code is used to initiate collective action.

(b) Letter will be forwarded to the traveler and a copy is maintained by FSO (ANG) to annotate the ATRAS listing.

(c) Copy of letter is suspended for 15 day follow-up:

1 If traveler has not responded at 15 day mark, send second request.

2 If traveler responds initiate proper collection action.

(d) On 31st day IATS will produce DD Form 139 (see Item 5 below).

(5) DD Form 139 - Daily Requirement.

(a) IATS System Administrator will produce automated DD Form 139 using Suspense module.

(b) Forward original DD Form 139 and supporting documentation to the appropriate payroll office and maintain a copy at FM (ANG) to annotate the ATRAS listing. If DD Form 139 is for a member of another service or DoD Agency, distribute IAW DFAS-DE 7010.3-R.

NOTE: DD Form 139 must contain "Due Process" statement or attached consent form with member's signature. See DoD FMR Volume 7 for guidance.

(c) Copy will be retained by FM for possible inquiry. Dispose upon completion of collection action.

(d) Close IATS indebtedness upon confirmation of collection action by appropriate payroll office.

(6) NHGH80 - Outstanding Transportation Document List - is required to be run by the FM not less than monthly, and twice monthly the last quarter of the fiscal year.

(a) Five part listing used to follow-up on all outstanding transportation documents. SeeDFAS-DE 7077.1-M, Chapter 3, Paragraph 4.15 for breakout.

(b) DFAS-DE 7010.3-R, Chapter 24, Paragraph 46 provides specific follow-up instructions.

(c) Sign and retain IAW DFAS-DE 7010.3-R, Chapter 24. End of quarter listings must have additional certification as prescribed in DFAS-DE 7010.3-R, Paragraph 24-48d.

14. TASK - Fiscal Year (FY) End Close Out - Guidelines for the OPLOC - FSO to Ensure Fund Controls are Firmly Established During FY Close-Out.

REFERENCES: DFAS-DE 7010.3-R, Chapter 24; AFM 177-370, Chapter 30.

a. OPLOC:

(1) Verify commitments are decommitted prior to FY end.

(2) Review and follow-up on all Automated Travel Record/Accounting System (ATRAS) Outstanding Orders/Advance Listings twice a month during the last fiscal quarter. (See Task 13 - Follow-Up Procedures.)

(3) OPLOC must make arrangements with TMO to obtain transportation documents daily. Upon receipt of transportation documents, determine if obligation has been established; if not, establish using frame TOBL.

(4) Follow-up on all transportation obligations.

(5) Review outstanding By-Others cycles to ensure appropriate obligation exists.

b. FSO:

(1) Follow-up on commitments to ensure that all commitments are obligated or decommitted by 30 Sep of the current FY.

(2) Abide by and enforce cut-off dates established by the OPLOC.

(3) Mail copies of all transportation documents daily, by most expedient means, to the Travel Accounting Branch at the OPLOC during last month of the FY.

(4) Begin Blanket Orders closeout, not later than 15 Sep.

(5) Ensure all responsible agencies forward copies of obligating documents on a daily basis by most expedient means (e.g. Fax).

(6) Travel Requests must include both FY fund cites if the order covers two fiscal years. Certify current year only and validate next FY. Cost estimates will be broken down by appropriate FY.

(7) Ensure current obligations are entered and a suspense copy is used for obligation of the new FY funds when order contains two (2) fiscal years.

c. **ANG/Rome Lab**:

(1) Follow-up on commitments using Open Document Listing (ODL) to ensure that all commitments are obligated or decommitted by 30 Sep of the current FY.

(2) Review and follow-up on ATRAS Outstanding Orders/Advance Listings twice a month during the last fiscal quarter.

(3) Establish, abide by and enforce cut-off dates established by the FM and OPLOC, not later than 15 Sept of current FY.

(4) Upon receipt from transportation process documents from TMO.

(5) Ensure all responsible agencies forward copies of obligating documents on a daily basis by most expedient means (e.g. FAX).

(6) Travel orders must include both FY fund cites if the order covers two fiscal years. Certify current year only and validate next FY (time constraints may require obligation be established for current year funds). Cost estimates will be broken down by appropriate FY. Ensure current obligations are entered and a suspense copy is used for obligation of the new FY funds when an order contains two (2) fiscal years.

(7) Review outstanding By-Others cycles to ensure an appropriate obligation exists.

15. TASK - By-Others Transactions Received from Payments Processed by Another Station Using Your DSSN.

REFERENCES: AFM 177-370, Chapters 30-32; DFAS-DE 7010.1-R, Chapter 27.

a. OPLOC:

(1) Receive By-Others register from Accounting Reports - MAFR Branch. Process hard copy For-Self vouchers, Transportation Requests (TR's), Government Bills of Lading (GBL), Passenger Transportation Warrants (PTW's), Military Transportation Authorization (MTA) billings.

(2) Receive edit list (V35) from Accounting Reports - MAFR Branch. Process voucherless By-Others cycle.

(3) Receive register for payment of TRs and GBLs.

(4) Receive Voucher for Transfers Between Appropriations or Funds (SF 1080) billing from HQ AMC for payment of MTAs.

(5) Ensure accounting classification on By-Others register agrees with transactions to be input into ATRAS.

(6) If accounting classification does not agree, process a Journal Voucher or Voucher and Schedule of Withdrawals and Credits (SF 1081) as appropriate.

(7) Reject invalid charges using Advice of Reject (AF Form 1543 or AF Form 1544), as appropriate.

(8) Prepare and furnish Accounting Reports - MAFR Branch 2 copies of adjustment vouchers and 3 copies of rejects.

(9) Balance input with Accounting Reports - MAFR Branch and make corrections as necessary.

(10) Use Travel Master History Print indicator on frame TV01 in accordance with AFM 177-370 to check for transactions not showing on the TV07, Inquiry Screen.

b. FSO:

Assist with the resolution on problem transactions as required.

c. ANG/Rome Lab:

(1) Receive By-Others register from Accounting Reports - MAFR Recon Branch. Processes hard copy For-Self vouchers, Transportation Requests (TRs), Government Bills of Lading (GBLs), Passenger Transportation Warrants (PTWs), Military Transportation Authorization (MTA) billings.

(2) Receive register for payment of TRs and GBLs.

(3) Receive Voucher for Transfers Between Appropriations or Funds (SF 1080) billing from HQ AMC for payment of MTAs.

(4) Ensure accounting classification on By-Others register agrees with transactions to be input into ATRAS.

(5) If accounting classification does not agree, process a Journal Voucher or Voucher and Schedule of Withdrawals and Credits (SF 1081) as appropriate.

(6) Reject invalid charges using Advice of Reject (AF Form 1543 or AF Form 1544), as appropriate.

(7) Prepare and furnish Accounting Reports - MAFR Branch two copies of adjustment vouchers and three copies of rejects.

(8) Balance input with Accounting Reports - MAFR Branch and make corrections as necessary.

(9) Use Travel Master History Print indicator on frame TV01 IAW AFM 177-370 to check for transactions not showing on the TV07, Inquiry Screen.

16. TASK - Transportation Documents - Procedures Used to Obligate Transportation Source Document.

REFERENCES: AFM 177-370, Chapter 30; DFAS-DE 7010.3-R, Chapter 24.

a. OPLOC:

(1) At least weekly, receive all passenger transportation documents i.e., individual Transportation Requests (TR), Passenger Travel Warrants (PTW), and Military Transportation Authorities (MTA), Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets (DD Form 730), from the TMO.

(2) Obligate/deobligate funds for these documents. Forward For-Others documents to appropriate accountable agency or Travel Accounting Branch at the appropriate OPLOC.

(3) At least weekly, receive all Government Bills of Lading (GBL) involving shipment of personal affects from the TMO, or accounts payable branch.

(4) Obligate funds for these documents and post GBL information to individual master records via input through ATRAS. Forward copies of For-Others to appropriate accountable agency or Travel Accounting Branch at the OPLOC.

(5) Maintain separate files for each category of transportation documents in sequence order.

b. FSO:

Assist with the resolution on problem transactions as required.

c. ANG/Rome Lab:

(1) FM receives all passenger transportation documents i.e., individual Transportation Requests (TRs), Passenger Travel Warrants (PTWs), and Military Transportation Authorities (MTAs), Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets (DD Form 730), from the TMO at least weekly.

(2) Obligate/deobligate funds for these documents. Forward For-Others documents to appropriate accountable agency.

(3) Receive all Government Bills of Lading (GBLs), from the TMO at least weekly.

(4) Obligate funds for these documents via input through ATRAS. Forward copies of For-Others to appropriate accountable agency.

17. TASK - Commercial Travel Office/Scheduled Airline Ticket Office (SATO) Billings - Procedures Used to Process Commercial Airline Tickets Used for Official Travel.

REFERENCES: AFR 177-103; Transportation Ticket Obligation, Payment/Refund System (TTOPRS) Users Guide; DFAS-DE 7010.2-R.

a. OPLOC:

(1) TTOPRS Application:

( ) Receive floppy disk containing the obligation input file, three part listing titled "Ticket and Ticket Refund Report", and supporting documents (travel orders and Passenger Name Record (PNR)). Put floppy into the TTOPRS system to process ticket information and create For-Self obligation transactions in General Accounting Microcomputer Processing System (GAMPS). Upload created transactions into BQ/ATRAS via GAMPS.

(a) If using Government Charge Card contract, receive discount check from Commercial Travel Office (CTO). Prepare collection voucher. See TASK 10 - Collections.

(b) Receive billing and floppy disk and process in accordance with TTOPRS user's guide:

0 Public Voucher for Purchases and Services Other Than Personal (SF 1034) and Public Voucher for Transportation Charges (SF 1113), as applicable, will be certified by Transportation Management Office (TMO).

1 Verify that the date received by TMO is annotated. (Prompt Payment window begins).

NOTE: This is an Interest Penalty process. Failure to meet suspense date will require interest computation. Refer to DFAS-DE 7010.2-R for instructions on computing penalty.

(c) TTOPRS creates a MAFR file. See TASK 11 - MAFR for processing procedures.

(2) Other processing procedures:

( ) Receive billing package from TMO with certified SF 1034/SF 1113 and supporting documents.

(a) Build appropriate spread sheet, local or manual procedures, using the ticket amount and accounting classification data from the orders.

(b) See TASK 11 - MAFR processing for manual vouchers.

NOTE: For billings not involving payment to the Government charge card vendor, provide an extra copy to disbursing for forwarding to GSA.

b. FSO:

Assist OPLOC as required to resolve problems.

c. ANG/Rome Lab:

(1) TTOPRS (if applicable):

(a) Receive floppy disk containing the obligation input file, three part listing titles Ticket and Ticket Refund Report, and supporting documents (travel orders and Passenger Name Record (PNRs). Put floppy into the TTOPRS system to process ticket information and create For-Self obligation transactions in General Accounting Microcomputer Processing System (GAMPS). Upload created transactions into BQ/ATRAS via GAMPS.

(b) If using Government Charge Card contract, discount check will be received from Commercial Travel Office (CTO)). Prepare collection voucher see TASK - Collections.

(c) Receive billing and floppy disk; process IAW TTOPRS user's guide:

1 Public Voucher for Purchases and Services Other Than Personal (SF 1034) and Public Voucher for Transportation Charges (SF 1113), as applicable, will be certified by Transportation Management Office (TMO).

2 Verify that the date received by TMO is annotated. (Prompt Payment window begins).

NOTE: This is an Interest Penalty process. Failure to meet suspense date will require interest computation. Refer to DFAS-DE 7010.2-R for instructions on computing penalty.

(d) TTOPRS will create a MAFR file, see TASK 11 - MAFR for processing procedures.

(2) Other processing procedures:

( ) Receive billing package from TMO with certified SF 1034/SF 1113 and supporting documents.

(a) Build appropriate spread sheet, local or manual procedures, using the ticket amount and accounting classification data from the orders.

(b) See TASK 11 - MAFR processing for manual vouchers.

Assist OPLOC as required to resolve problems.

18. TASK - Miscellaneous Automated Travel Record Accounting System Products (ATRAS) - Computer Products Created after End-of-Day Processing from ATRAS Input.

REFERENCE: DFAS-DE 7077.1-M.

a. OPLOC:

(1) NHGA50 - Mini-Orders List:

(a) Verify mini-master and orders detail to ensure data input was correct and master record does not exist with a different Social Security Number (SSN). Correct, if appropriate.

(b) rovides file name and number of records of all order obligations citing for-self funds created using frame TV03. Download from ATRAS using GAMPS. Upload file to TTOPRS.

(2) NHGH60 - SSN Linkage Certification List:

(a) Verify all linked Travel Master Records are valid and proper.

(b) Correct records if appropriate.

(c) Ensure list is signed and certified by appropriate level. Retain listing for 30 days.

(3) NHGA30 - End-of-Day For-Others Daily Audit List:

(a) Verify transactions processed using frame TV08 with the source documents.

(b) Make correction as necessary.

(4) NHGA40 - Travel Accounting Adjustment Audit/Transportation Obligations.

(a) Verify transactions that adjusted BQ accounting records using frame TADJ.

(b) Verify transportation obligations established using frame TV04 were valid.

(c) Make corrections as necessary.

b. FSO:

(1) NHGD20 - Individual Printout - Programmatic print based on the status indicator on the Travel Master Record:

(a) Requested when the status indicator is changed to 1 on frame TV01 and is received 5 days prior to departure for PCS.

(b) If open detail(s) exist on records with a status indicator other than 0, the printout will be produced at 90 and 180 days or until detail is closed.

(c) When the status indicator is changed to 2, the Retirement Transfer Print is produced 395 days after departure.

(d) If open details exist, take appropriate follow-up action.

(2) NHGA50 - Mini-Orders List:

( ) Provides file name and number of records of order obligations created using frame TV03 citing for-self funds.

(a) Download from ATRAS using GAMPS.

(b) Upload file to IATS. (Should be done as soon as possible to expedite voucher processing).

c. ANG/Rome Lab:

(1) NHGD20 - Individual Printout - Programmatic print based on the status indicator on the Travel Master Record.

( ) Requested when the status indicator is changed to 1 on frame TV01 and is received 5 days prior to departure for PCS.

(a) If open details exist on records with a status indicator other than 0, the printout will be produced at 90 and 180 days or until detail is closed.

(b) When the status indicator is changed to 2, the Retirement Transfer Print is produced 395 days after departure.

(c) If open details exist, take appropriate follow-up action.

(2) NHGA50 - Mini-Orders List.

(a) Verify mini-master and order detail to ensure data input was correct and master record does not exist with a different social security number (SSN). Correct records if approrpriate.

(b) Provide file name and number of records of all order obligations citing for-self funds created using frame TV03.

1 Download from ATRAS using GAMPS.

2 Upload file to IATS. (Should be done as soon as possible to expedite voucher processing).

(3) NHGA30 - End-of-Day For-Others Daily Audit List.

(a) Verify transactions processed using frame TV08 with the source documents.

(b) Make correction as necessary.

(4) NHGA40 - Travel Accounting Adjustment Audit/Transportation Obligations.

(a) Verify transactions that adjusted BQ accounting records using frame TADJ.

(b) Verify transportation obligations established using frame TV04 were valid.

(c) Make corrections as necessary.

19. ✶TASK - Defense Joint Military Pay System (DJMS) Miscellaneous Deductions Listing - Payroll Collections Generated by DD Form 139.

NOTE: The DJMS miscellaneous deductions are to be processed by the local servicing FSO. In the event a deduction is sent to the OPLOC, perform the following steps:

a. OPLOC:

If monthly listing is received from Disbursing Division identifying Travel Accounting Branch payroll deductions.

(1) Prepare voucher on day determined by Disbursing Division to collect into suspense account or appropriate account. See TASK 10 - Collections.

(2) If collected into the suspense account identify responsible FSO and advise them to prepare an SF 1081 to collect into appropriate account, and provide MAFR copies/IPC copies to OPLOC for processing.

b. FSO:

(1) Receive monthly listing from Disbursing Division identifying Travel Accounting Branch payroll deductions.

(2) Prepare voucher using IATS (one voucher for each line on DJMS listing) on day determined by Disbursing Division. See TASK 10 - Collections.

(3) Annotate file copy DD Form 139 with amount collected, voucher number, date and retain copy until collection is complete.

(4) When advised by the OPLOC that a deduction is in the suspense account, prepare a SF 1081 for collection into appropriate account, and forward to OPLOC. (If necessary close out debt in IATS.)

c. ANG/Rome Lab:

(1) Monthly listing received from Disbursing Division at OPLOC identifying Travel Accounting Branch payroll deductions.

(2) Prepare voucher using IATS (one voucher for each line on DJMS listing) on day determined by Disbursing Division. Prepare voucher on day determined by Disbursing Division.

(3) Annotate file copy DD Form 139 with amount collected, voucher number, and date and retain copy until collection is complete.

20. TASK - Replacement Check Procedures - Procedures to Issue a Replacement for a Check That has Been Lost or Stolen.

REFERENCE: DoDFMR 7000.14-R, Volume 5, Chapter 8.

a. OPLOC:

(1) Upon receipt of Statement of Claimant Requesting Recertified Check (DD Form 2660), annotate the manual or mechanized subsidiary ledger (the DD Fm 2662, Recertified Check Register, may be used.

(2) Coordinate with Disbursing Division on reissuance of check charging replacement check suspense account and annotate the Replacement Check Control Log.

(3) Upon notification from Disbursing Division, process transaction to clear suspense account.

(4) Notify FSO of any action taken.

b. FSO:

(1) Upon notification from customer that a government check has been lost or stolen, assist customer with preparation of Statement of Claimant Requesting Recertified Check (DD Form 2660).

(2) Forward original and one copy of DD Form 2660 to Disbursing Division at the OPLOC by most expedient means. Retain a copy for possible follow-up.

(3) Assist OPLOC as requested.

(4) Dispose of retained copy upon notification of final action from OPLOC.

c. ANG/Rome Lab:

(1) Upon notification from a customer that a government check has been lost or stolen, assist the customer with preparation of Statement of Claimant Requesting Recertified Check (DD Form 2660).

(2) Forward original and one copy of DD Form 2660 to Disbursing Division at the OPLOC by most expedient means. Retain a copy for possible follow-up.

(3) Assist OPLOC as requested.

(4) Dispose of retained copy upon notification of final action from OPLOC.

21. ✶TASK - EFT Rejects - Procedures for Processing EFT Rejected Transactions

a. OPLOC:

(1) ✶Upon receipt of the annotated Automated Clearing House (ACH) Reject Statement provided by Disbursing, prepare a cash collection voucher to collect all returned transactions. The collection voucher must be prepared and processed by the suspense date established by Disbursing: normally within 24 hours of notification. Collect the EFT rejected transaction into the appropriation cited on the disbursement voucher. To properly identify the rejected transaction, include the traveler's name and social security number, and voucher number in the description of remittance block of the collection voucher.

(a) ✶Obtain the appropriation from the On-Line ATRAS transaction, the voucher image file provided by the base with their MAFR transactions, or the daily audit listing.

(2) ✶Fax a copy of the collection voucher to the Chief of Travel at the FSO responsible for the original disbursement for resolution with the traveler.

b. FSO:

(1) ✶Upon receipt of notification of a rejected EFT transaction from the OPLOC Travel Accounting Section, attach a copy of the reject notification to the retained copy of the travel voucher.

(2) ✶Applies to rejected settlement vouchers only. Use the appropriations on the collection vouchers to establish an obligation in the amount of the rejected

disbursement. Use EFFT001 as the order number, current date as the proceed date, and current date plus 30 days as the return date.

(3) ✶Contact the travelers at the earliest opportunity to advise them the EFT transaction was returned. Advise them to provide an SF 1199a or bring in a voided check to update IATS. Do not accept a deposit ticket for update of EFT information in IATS.

✶NOTE: A deposit slip is designed to serve the internal purposes of the financial institution. It does not always contain the same information that is printed on the face of a check. Since checks flow through the banking system, information printed on the face of a check is governed by banking laws; that is not the case for deposit slips).

(4) ✶Update EFT information in the traveler's IATS account based on the new data provided by the traveler. Process a new disbursement as follows:

(a) ✶Advance: Use IATS to process a manual voucher citing the appropriation contained on the collection voucher.

(b) ✶Settlements: Use IATS to process the transaction as a precomputed amount citing order number EFT001, and cite the appropriation contained on the collection vouchers.

(c) ✶Use the "Remarks on Voucher" field to indicate this voucher is a redisbursement of an EFT reject.

(5) ✶When the payee is no longer entitled to the proceeds of a rejected EFT transaction, no further action is necessary.

c. **ANG/Rome Lab**:

✶Follow the procedures in paragraph b. above.

22. TASK - Miscellaneous W-2 Program - Procedures for Reporting Income and Taxes Withheld Associated with Travel Payments.

REFERENCE: DFAS-DE 7010.3-R, Chapter 15.

a. OPLOC:

(1) Upon receipt of vouchers from FSO involving tax deductions:

(a) Using Misc. W-2 program, record applicable data.

(b) Reconcile at least monthly, using Misc. W-2 report and the Selective Transaction History List.

(c) Make corrections as required.

(2) Coordinate with the Recon and Reports Branch on submission of consolidated quarterly reports. Provide data to be included in their report.

(3) Notify FSO of issuance of TD Form W-2's at the end of the calendar year.

(4) Issue replacement TD Form W-2's if necessary.

b. FSO:

(1) Provide Travel Accounting Branch at the OPLOC copies of all vouchers requiring issuance of a TD Form W-2.

(2) Assist OPLOC with reconciliation as required.

c. ANG/Rome Lab:

(1) Provide Travel Accounting Branch at the OPLOC copies of all vouchers requiring issuance of a TD Form W-2.

(2) Assist OPLOC with reconciliation as required.

23. TASK - Monthly Outstanding Orders/Advances Retrieval - Retrieval to Report the Number and Age of Outstanding Orders and Advances.

REFERENCE: DFAS-DE 7010.3-R, Chapter 24.

a. OPLOC:

(1) Schedule retrieval at end-of-month.

(2) Forward copy to DFAS-DE/AO to arrive no later than the 10th workday of each month.

(3) Include a brief statement with report explaining items aged over 60 days.

b. FSO:

Assist OPLOC, as required, to explain outstanding advances over 60 days.

c. ANG/Rome Lab:

(1) Schedule retrieval at end-of-month.

(2) Forward copy to DFAS-DE to arrive no later than the 10th workday of each month.

(3) A brief statement must be included with report explaining items aged over 60 days.

(4) Assist OPLOC, as required, to explain outstanding advances over 60 days.

24. TASK - Systems - Computer Programs Used Within the Travel Accounting Branch.

REFERENCE: DFAS-DE 7010.3-R, AFM 177-370, DFAS-DE 7077.1-M, Integrated Automated Travel System (IATS) Users Guide, Transportation Ticket Obligation, Payment/Refund System (TTOPRS) Users Guide, Miscellaneous W-2 Instruction Guide, and Per Diem Rate Maintenance System (PDRMS) Users Guide.

a. OPLOC:

(1) Automated Travel Record/Accounting System (ATRAS):

(a) System used to process obligation, payment, and adjustment/correction transactions to Standard Base Level General Accounting and Finance System (GAFS).

(b) Contains the Master Travel Record, which is used for storing travel history information and researching outstanding items.

(c) Produce end-of-day products.

(d) Request and schedule additional products as required.

(2) TTOPRS:

(a) System used to process obligation transactions for commercial airline tickets, obtained through a Commercial Travel Office (CTO).

(b) Personal Computer (PC) based program located within the Travel Branch.

b. FSO:

(1) ATRAS:

(a) System used to process obligation, commitment, and adjustment/correction transactions into GAFS.

(b) Contains the Master Travel Record, which is used for storing travel history information and researching outstanding items.

Produces end-of-day products.

(c) OPLOC requests and schedules additional products as required.

(d) Payroll update files for EFT data can be obtained from DJMS. Twice monthly FSO will provide air national guard file to all supported units.

(2) IATS:

(a) System used to process and control travel claims.

(b) Local Area Network (LAN) or PC based system located in the Travel branch.

(c) Per diem update files are provided via DJMS by DFAS-DE on a monthly basis. File provided on DJMS JTABLE02 is downloaded to a floppy to use in updating IATS.

(d) DFAS-DE periodically provides program releases by mailing floppy discs to all locations.

c. ANG/Rome Lab:

(1) Automated Travel Record/Accounting System (ATRAS):

(a) System used to process obligation, payment, and adjustment/correction transactions to Standard Base Level General Accounting and Finance System (GAFS).

(b) Contains the Master Travel Record, which is used for storing travel history information and researching outstanding items.

(c) Produces end-of-day products.

(d) Request and schedule additional products as required.

(2) TTOPRS:

(a) System used to process obligation transactions for commercial airline tickets, obtained through a Commercial Travel Office (CTO) or Traffic Management Office (TMO).

(b) Personal Computer (PC) based program located within the Travel Branch.

(3) IATS:

(a) System used to process and control travel claims.

(b) Local Area Network (LAN) or PC based system located in the Travel branch.

(c) Per diem update files are provided via DJMS by DFAS-DE on a monthly basis. File provided on DJMS is downloaded to a floppy to use in updating IATS.

(d) DFAS-DE periodically provides program releases by mailing floppy discs to all locations.

(e) Payroll update files for EFT data can be obtained from DJMS, twice monthly. If no access to DJMS exists, obtain from host FSO.

25. ✶TASK - Post-Payment Random Review of Travel Settlement Claims - Processing the Random Review of Settlement Vouchers paid at RTTO Pilot Sites using simplified travel entitlements.

REFERENCE: (DFAS-DE/ANAB letter September 26, 1997):

a. ✶OPLOC

(1) Perform a post-payment random review of Travel Reengineering Pilot Site travel settlement claims on a quarterly basis. To facilitate processing of the reviews, vouchers may be reviewed on a monthly basis, but reported on a quarterly basis. Ensure the review only examines claims which are processed with the certified Pilot Software.

(2) Use the Excel Spreadsheet (provided by DFAS-DE/MP) to select the random sample of vouchers for review.

(3) Contact the FSO Travel Office to obtain copies of travel settlement vouchers, with attachments, which were selected for review. Ensure the FSO has at least one week, 5 duty days, to accumulate and fax the selected vouchers.

(4) Complete all checklist items for each voucher selected for review. To conduct a review of entitlements, the OPLOC will need to have access to current Per Diem rates, Joint Federal Travel Regulation (JFTR I), Joint Travel Regulation (JTR II), and Official Table of Distances (AFR 177-135 and AFM 177-136). (Note: Current per diem rates and JFTR I and JTR II are on the World Wide Web at WWW.DTIC.MIL/PERDIEM.)

(5) Notify the travelers FSO Travel Office if an under or over payment is detected.

(6) Forward the result of the random review to DFAS-KC electronically within 15 days of completion of the review.

(7) Retain copies of the documents used to conduct the random review with the file copy of the report for a period of three years after the close of the quarter being reviewed.

b. ✶FSO:

(1) Fax, or mail, copies of requested vouchers, with all supporting documents, to arrive at the OPLOC by the requested date.

(2) Review noted discrepancies and initiate collection action or supplemental payment as warranted.

c. ANG/Rome Lab:

(1) Fax copies of requested vouchers, with all supporting documents, to arrive at the OPLOC by the requested date.

Review noted discrepancies and initiate collection action or supplemental payment as warranted.